

Local Implementation Plan - City of Greenfield								
Task summaries are provided for the sake of convenience only. All task elements are in effect, even if they are not mentioned in a task summary.								
	Completion Target Dates By Calendar Qtr*							
	2nd Qtr. 2009	3rd Qtr. 2009	4th Qtr. 2009	1st Qtr. 2010	2nd Qtr. 2010	3rd Qtr. 2010	4th Qtr. 2010	1st Qtr. 2011
1) COMMERCIAL DIVERSION PROGRAM								
a. Carry out the commercial program. The City will enhance and carry out its program for mandatory on-site collection of single-stream commercial garbage and recyclables.	Continuous and ongoing							
b. Require commercial workplan from hauler. The City will require the submission of a workplan from the City franchise hauler that describes all program options, and a timeline for the complete rollout of enhanced mandatory commercial garbage and diversion services. The workplan must contain the information needed for the City Manager and the City Council to make a determination on specific options for delivery of services to maximize recycling and diversion programs. The plan must include an action plan to reduce contamination in all sectors. The City will require its receipt of this workplan by September 30, 2009.		9/30/2009						
c. Present commercial workplan. City staff will present the workplan to the City Manager and City Council so that they may make informed decisions on a franchise hauler service agreement that will be used to continue to provide commercial collection, recycling and greenwaste services with little or no contamination. Information about the programs will, at a minimum, include -a description of the program, -the equipment used to service the program, -a description of the method and location for processing all the materials collected, and -the public information campaign that will be used to roll out and maintain the expanded services. The City will implement the most effective methods for recovering recyclables and greenwaste generated from the commercial sector. City staff will present the workplan at the earliest reasonable City Council meeting, preferably by October 31, 2009.			10/31/2009					
d. Mandatory commercial recycling collection ordinance. The City will adopt an ordinance for mandatory on-site collection of commercial recycling by September 30, 2009, and the City will enforce this ordinance as soon as it is legally enforceable one month after the City adopts the ordinance.		9/30/2009						
e. Develop commercial outreach plan. The City will develop a multilingual outreach plan to inform business owners and employees of the benefits and opportunities for diversion. The City will educate business owners and employees about what is and is not recyclable. The City will submit its written outline of its commercial outreach plan to CIWMB by August 1, 2009.		8/1/2009						

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f. Distribute commercial recycling containers. The City will distribute appropriate commercial recycling collection containers by November 15, 2009. The recycling containers will have appropriate labels, multilingual signage, and standard colors. Each cart will be fully functional and have lids and wheels, if appropriate.			11/15/2009					
g. First commercial recycling collection cycle. The City will complete its first full citywide collection cycle of single-stream commercial recyclables by November 30, 2009. By January 31, 2010, the City will obtain a list containing - all commercial routes serviced for each day of the week, - the actual recovery percentage of each route, and - the tonnage diverted.			11/30/2009					
h. Observe commercial processing facility. The City will verify that the commercial MRF processing is providing adequate diversion. Every quarter, a City representative will randomly pick one day on which commercial recyclables are scheduled to be delivered to the MRF. On that day, the City representative will visit the MRF and will record observations of how the City's commercial loads are handled. These observations will include but not be limited to the following: - the name of the City representative making the observations, - the date, - the time at which each of the City's loads is unloaded, - the unique identification number of the vehicle delivering each City load, - the type of vehicle delivering each City load (e.g. front loader, side loader), - the source of the materials (e.g. commercial or residential), - the primary constituents of the load, and - the estimated recovery rate. The City will include these observations in its quarterly reports to CIWMB.	Continuous and ongoing							
i. Follow-up letter to commercial processing facility. If the City discovers any deficiency while observing the collection schedule or the MRF processing, then the City will notify its franchise hauler in writing of these deficiencies. The City will make this notification within ten (10) days of the date of discovery. The City will ensure that within fourteen (14) days of its written notice, the hauler provides a written response describing the corrective actions that will be and have been taken to ensure that such deficiencies do not recur.	Continuous and ongoing							
j. Carry out the commercial outreach plan. The City will carry out its commercial outreach plan.	Continuous and ongoing							

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k. Monitor and improve commercial program. The City will monitor the commercial diversion program, making improvements as necessary.	Continuous and ongoing							

2) MULTIFAMILY DIVERSION PROGRAM								
a. Conduct pilot multifamily recycling program. The City will identify the most strategic multifamily dwelling units at which to place source-separated carts for the greatest diversion. The City will carry out a pilot curbside recycling program at these locations.	Continuous and ongoing							
b. First pilot multifamily service cycle. The City will complete its first citywide service cycle of the multifamily recycling containers at all pilot program locations by December 31, 2009.			12/31/2009					
c. Develop pilot multifamily outreach program. The City will develop a multilingual outreach plan to inform residents at all pilot program locations of the benefits of and opportunities for diversion. The City will educate residents at all pilot program locations about what is and is not recyclable. The City will submit this plan to CIWMB by December 31, 2009.			12/31/2009					
d. Carry out the pilot multifamily outreach program. The City will carry out its multifamily outreach plan at all pilot program locations..			Continuous and ongoing					
e. Expand pilot program. Based on the results of the pilot program, the City will expand the multifamily diversion program as is reasonable.	Continuous and ongoing							
f. Monitor and improve multifamily program. The City will monitor the multifamily diversion plan, making improvements as necessary.	Continuous and ongoing							

3) CONSTRUCTION AND DEMOLITION (C&D) DIVERSION PROGRAM								
a. Implement C&D ordinance. The City will implement its C&D ordinance. For projects that fall under the C&D ordinance, the City will issue no Certificates of Occupancy or perform any final inspections until the permittee submits documentation which proves compliance with the C&D ordinance.	Continuous and ongoing							
b. Develop C&D outreach plan. The City will develop a multilingual outreach plan to teach the benefits of and opportunities for diversion, and to teach about what is and is not recyclable. The City will submit its written outline of its C&D outreach plan to CIWMB by February 28, 2010.				2/28/2010				

5) SCHOOLS DIVERSION PROGRAM	
a. Cooperative partnership with school district. The City will make every feasible effort to develop a cooperative partnership with the school district in order to implement a waste diversion program.	Continuous and ongoing
b. Document progress in partnership with school district. The City will document its progress and provide tangible evidence of the success of these partnerships as well as its good faith effort, should one or more partnerships prove unattainable.	Continuous and ongoing
c. Determine schools' disposal and diversion. If the school district agrees to a school diversion program, the City will develop a plan to determine total disposal and diversion tonnage generated by schools.	Continuous and ongoing

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d. Monitor and improve school program. The City will monitor the school diversion program, making improvements as necessary.	Continuous and ongoing							

6) TONNAGE ACCURACY	
a. Reduce any misreporting. The City will investigate, reduce, and eliminate any occurrences of misreporting that may affect the City's ability to achieve the diversion requirements.	Continuous and ongoing

7) RESIDENTIAL DIVERSION PROGRAM	
a. Monitor and improve residential program. The City will monitor and improve the City's residential program as necessary.	Continuous and ongoing

8) QUARTERLY AND ANNUAL REPORTING	
a. Compliance Documentation Binder. The City will develop and maintain a Compliance Documentation Binder to track and document the progress of each of the Compliance Order tasks. This binder will include copies of all public education materials, service contracts, collected data and studies, processing facility visits, and all work associated with the completion of the Compliance Order, including a copy of all quarterly reports submitted to CIWMB. This binder will be a record of the City's progress of task and program implementation. The City will make this binder available to CIWMB staff upon request.	Continuous and ongoing

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<p>b. Quarterly reports. The City must submit quarterly reports to the CIWMB representative according to the LIP completion date schedule. These quarterly reports will include the implementation status of all programs in this LIP. The quarterly reports will include any issues that need attention and any concerns the City may have regarding implementation of the LIP. The City will use the guidelines for completing the quarterly reports, as provided by CIWMB, to ensure that the City submits a comprehensive report. In the quarterly reports, the City will include a single example of each newly printed educational material along with an explanation of how the item was distributed. The City will also report any information that will assist CIWMB in its overall analysis of the City's diversion efforts.</p> <p>The City will work together with its franchise hauler to submit monthly hauler reports to CIWMB along with each quarterly report. These reports will provide the total tons delivered, tons diverted by material type, and tons disposed, from all sectors of the City's waste stream.</p> <p>Each quarterly report will be due 30 days after the end of the calendar quarter.</p>	Continuous and ongoing							
<p>c. Annual Reports. The City will submit its Annual Report on Source Reduction and Recycling Element implementation to CIWMB by the due dates.</p>	Continuous and ongoing							

* Key to column dates:

Q2-09 = April 1, 2009 - June 30, 2009
Q3-09= July 1, 2009 - September 30, 2009
Q4-09 = October 1, 2009 - December 31, 2009
Q1-10 = January 1, 2010 - March 31, 2010
Q2-10 = April 1, 2010 - June 30, 2010
Q3-10 = July 1, 2010 - September 30, 2010
Q4-10 = October 1, 2010 - December 31, 2010
Q1-11 = January 1, 2011 - March 31, 2011